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ORD-343-79

14 March 1979

MEMORANDUM FOR: ORD Career Service Panel

SUBJECT:

25X1A9a

Recommendation for Promotion -

[REDACTED], GS-04 to GS-05

25X1A9a

1. [REDACTED] joined Physical Sciences Research in June 1978 as a GS-03 occupying a GS-05 position. She quickly adapted to Agency procedures and assumed the responsibilities of her position. As a result of her rapid learning abilities, [REDACTED] was promoted to GS-04 17 December 1978.

2. [REDACTED] distinguished quality of work is evident in her daily work. She is an accurate typist and always produces a neat and presentable project when finished. Some of the duties for which [REDACTED] is responsible include: Typing of technical papers and other briefing aids; preparation and typing of travel advances and vouchers; maintenance of contract files; receiving and placing telephone calls and messages; typing and preparation of other routine office correspondence and forms such as inspection reports, training requests, security clearances, library requests, and cables. [REDACTED] also helps in the typing of the DD/S&T notebook pages. She assumes the sole responsibility of preparing travel vouchers for approximately 20 project officers within the Division. At times this duty is very time consuming due to the large volume of travel, but [REDACTED] applies to this task the same expertise and care that she applies to all of her work.

3. [REDACTED] never complains of the heavy work load and is always ready to do whatever task is assigned to her. She quickly grasps the procedure needed for each of her duties and then does this work without hesitation.

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4. [REDACTED] is an extremely valuable asset and her contributions to this Office are indeed unique. She clearly demonstrates the ability and is performing at the GS-05 level. I recommend that [REDACTED] be promoted to GS-05 at the earliest possible date.

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[REDACTED]

Chief, Physical Sciences Research, ORD

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APPROVAL FOR ORD CAREER SERVICE PANEL:

[REDACTED]

11 MAY 1979

Date

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